



HUMAN RESOURCES OFFICE U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER – 12 - 019

OPEN TO: All Bangladeshi Interested Qualified Candidates

POSITION: Program Development Specialist (Geographic Information Systems), FSN-10

(Salary approx. Tk. 82,232 per month)

Depending on qualifications and experience, Incumbent may be hired at a trainee grade (one grade lower than the position grade.)

OPENING DATE: March 1, 2012

CLOSING DATE: March 15, 2012

WORK HOURS: Full-time; 40 hours/5 days per week

The United States Agency for International Development (USAID) in Bangladesh is seeking applications from qualified Bangladeshi nationals for the position of **Project Development Specialist (Geographic Information Systems)** in the Program Office.



Candidates for employment are generally hired at the first step of the established grade of the position. In some instances, candidate may be hired at a higher step when exceptional qualifications so warrant. If there are no qualified candidates at the stated grade level, a candidate may be hired at a lower grade level.

BASIC FUNCTION:

The Mission Program Development Specialist (GIS) is located in the Program Office. The employee will report directly to the Program Officer and work with all other technical teams to integrate GIS and spatial analysis into project planning, monitoring, evaluating, and reporting at the Mission. The incumbent will be responsible for establishing and managing a Mission GIS database as well as generating cartographic products and analyses. In addition, the incumbent will act as the liaison between the Mission and the local and international geospatial community as well as the USAID GeoCenter in Washington.

MAJOR DUTIES AND RESPONSIBILITIES:

Technical Team/Program Office Support:

- Facilitate discussion among key offices within the USAID Mission and identify the needs of each technical office to define a vision and plan for integrating geospatial information and analyses into strategic planning.
- Attend technical office meetings and program office meetings to identify data needs and deliverables, identify sourcing strategies, and provide high quality, functional geographic products and analyses to support their projects.
- Demonstrate a high level of initiative to identify new ways to support technical offices through the use of GIS and spatial analysis.
- Implement training and outreach activities focused on geographic literacy, spatial thinking, and the collection, management, and use of GIS data
- Provide guidance to Mission staff and implementing partners on the use of GIS in project design, implementation, and evaluation

Data/Analysis/Production:

- Establish and manage a Mission GIS database by building relationships with the local and international GIS data resources and working with technical offices and implementing partners to standardize the collection and management of USAID project/activity locations data.
- Manage a third-party contract or grant for GIS services.



- Coordinate with the USAID GeoCenter in Washington for support related to policies and guidelines as relevant to the collection, management, use, and sharing of GIS data.
- Work closely with EXO/IT on system support, software, database management.
- Collaborate with technical offices to conduct spatial analyses and visualize data to evaluate the effectiveness of USAID activities and identify areas for program expansion and integration among technical offices and other donor organizations.
- Create, manage, and share GIS data and maps that support the information needs of the Mission through the intranet, web, share drive, email, and/or hard copies.
- Generate high-quality cartographic products to support the needs of the Mission

Other Responsibilities:

- Identify data required for crisis response planning and activities, including coordination with intra-agency crisis response teams.
- Maintain connections within the local and international GIS community to maintain a high standard of professionalism in research, data, surveys, practices and policies. This would include leading an interagency GIS working group within the Embassy to address common issues and coordinate information sharing.

The incumbent is responsible for operating USAID information systems and information security to a level of “Individual Accountability” and “Need to Know” as defined in ADS 545.3.2.1 and also below:

Individual Accountability - That an individual is solely responsible for his or her actions. He or she may be required to explain and defend those actions to organizational authorities that can impose penalties against misuse or abuse of authorized actions.

Need to Know - That an individual, in the performance of his or her duties, has the requirement to access specific information, which would otherwise not be accessible to him or her. He or she must protect the information, using safeguards appropriate to its sensitivity level, to ensure that other individuals who do not have an access requirement or authorization do not access it.



QUALIFICATIONS REQUIRED:

SELECTION CRITERIA:

- 1. Education:** A Master's degree in geography, cartography, social science or development-related field with a specialization in GIS is required. *(You must attach a copy of your certificate along with your application form.)*
15 points
- 2. Prior Work Experience:** Three to five years of professional experience in a GIS role or a in a development field with responsibility for GIS-related tasks is required. **35 points**
- 3. Knowledge:** Must have familiarity with domestic and international development issues and ability to become acquainted with overall strategy, activities and procedures of the agency. Have broad understanding of the physical and political geography of Bangladesh.
25 points
- 4. Skills and Abilities:** Ability to work with a diverse set of individuals who have varying degrees of experience and apply GIS and spatial analysis to such diverse sectors as agriculture, democracy & governance, economic growth, education, environment, and health required:
 - Experience implementing geospatial meta-data standards, workflows, data-sharing protocols, and GIS best practices required
 - Proficiency in ArcGIS and Microsoft Office Suite highly preferred.
 - Knowledge of web-based / server-based GIS and creation of geospatial mash-ups, including specific experience using Esri ArcGIS Server and creating web maps highly preferred.
 - Excellent communication and interpersonal skills and the ability to work in a team-oriented environment required. **25 points**

ADDITIONAL SELECTION CRITERIA:

Language Proficiency: Level IV: At this level an employee is required to possess a high degree of proficiency in both written and spoken English.

The Mission will consider issues such as conflict of interest, nepotism, budget implications, etc., in determining successful candidacy.



Current employees serving a probationary period are not eligible to apply.

NOTE: Only newly hired employees (and former employees returning from a break in service) serve a probationary period.

Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

The candidate must be able to obtain and hold a security clearance.

SELECTION PROCESS:

It is essential that the candidates address the required qualifications above in the application. **Applicants who do not provide evidence that they meet the above qualification requirements may not be considered.** After an initial application screening, the best-qualified applicants will be invited to a testing process, which will include English Language Proficiency Test, written technical examinations and oral interviews. The probationary period for this position is **one year**.

TO APPLY:

Interested Bangladeshi qualified in-house candidates are requested to submit the completed and signed Official Form OF-612 along with a cover letter. A copy of the blank form is also attached hereto for your convenience.

[Application Form OF-612](#)

All Bangladeshi applicants must complete and sign the application form (OF-612) and attach the following documents. If you do not attach the below mentioned documents, your application will not be considered complete and will not be processed further.

- I) A passport size photograph (taken within six months),**
- II) A copy of educational or trade school certificate.**

Inaccuracies, omissions or false statements may be cause for disqualification or termination of employment. Information given on the application may be verified at any time.



SUBMIT APPLICATION TO:

Human Resources Office

Attention: HRO

Address: Embassy of the United States of America
Madani Avenue, Baridhara
Dhaka – 1212

DEFINITION:

Foreign Service National (FSN): A host country national employed at a U.S. Mission abroad, who is not a U.S. citizen, nor a family member of a direct-hire Foreign, Civil, or uniformed service member under COM authority.

NOTE: *Members of the same family (father, mother, spouse, child, brother, sister, uncle, aunt, first cousin, niece, nephew, grandparent or grandchild, in-laws or step-relatives) will not be employed at the same time in the same agency unless it is in the best interests of the Mission and approved by the Director of the agency involved. In no case will family members be employed in the same working unit of an agency. They may be employed in different agencies.*

The US Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, national origin, marital status, political affiliation, age, sex, sexual orientation, physical disability, or membership in an employee organization. The United States Agency for International Development also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

Clearance: Marty D. George, Supvy EXO: _____